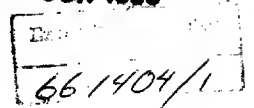


88 JUN 1966



MEMORANDUM FOR: Acting Director of Central Intelligence

THROUGH : Deputy Director for Support *B*

SUBJECT : Nomination of [redacted] for  
AMS Paperwork Management Award

1. This memorandum transmits for your signature a letter nominating [redacted] for the Paperwork Management Award.

2. The Administrative Management Society (AMS) has invited the Agency to nominate a candidate for the *second* Paperwork Management Award. This award is granted for leadership and excellence in promoting effective management of paperwork in the Federal Government. The Agency did not nominate a candidate for this award last year.

3. The Deputy Director for Support nominated [redacted] Chief of Records Administration Staff, DDS for the AMS award. No other candidates were nominated. The nominating document was prepared by officials in DDS in collaboration with a representative of this Office and was reviewed by a representative of the Office of Security.

4. It is recommended that you sign the attached letter to Mr. Robert C. Walter, Executive Director of AMS nominating [redacted] for this award. The deadline date for the submission of nominations is 1 July 1966.

/s/ Emmett D. Echols

Emmett D. Echols  
Director of Personnel

Attachment

Distribution:

- 0 - Return to O/pers
- 1 - ER
- 2 - DDS
- 1 - D/Security
- 2 - D/Pers (1 w/held) 1/OJ/BSI [redacted]

OP/BSI [redacted] kms (28 June 1966)

DD/S 66-3350  
ER 66-1404/a

30 JUN 1966

Mr. Robert C. Walter, Executive Director  
Administrative Management Society  
Willow Grove, Pennsylvania 19090

Dear Mr. Walter:

STATINTL

The Central Intelligence Agency welcomes the opportunity to nominate [ ] our Records Administration Officer, for the second annual Federal Paperwork Management Award.

STATINTL

[ ] has relentlessly pursued a program of improving the Agency's records and paperwork management for a period of fifteen years. Largely as a result of his professional competence and his leadership, we have an Agency-wide program which has significantly benefited the intelligence collection efforts of the Central Intelligence Agency and other elements in our intelligence community. I think his success in applying sound administrative principles to our Agency's complex and unique problems of records management and his efforts to inspire others to improve paperwork management merit public recognition.

I am very interested in all endeavors to improve administration in the Federal Government and wish to express my appreciation to the Officers and the Directors of the Society for focusing attention on professional achievements in the critical area of paperwork management.

Sincerely,

/s/ Richard Helms

Richard Helms  
Director

Enclosure

STATINTL  
STATINTL

Approved For Release 2002/05/17 : CIA-RDP84-00313R000100190008-3

Retyped: O/EXDIR/[ ]blp (30 Jun 66)

Distribution: O&I - Addressee 1 - ER 1 - D/Security 2 - DD/S  
2 - D/Per's 1 - OP/BSD

STATINTL

TRANSMITTAL SLIP		DATE 28 JUN 1966
TO: BSI [redacted]		
ROOM NO. G F 44	BUILDING Headquarters	
REMARKS:                    		
FROM: Director of Personnel		
ROOM NO. 5 E 56	BUILDING Headquarters	EXTENSION [redacted]
FORM NO. 1 FEB 55 241	REPLACES FORM 36-B WHICH MAY BE USED.	☆ GPO : 1957 O-708-740 (47)

STATINTL